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8 September 1988

NOTE FOR: ADDA _____

- Attached is an updated version of the briefing material provided to DCI Webster in 1987 for possible use with the transition team.
- Budget figures were derived from current OMB data (Sept. 88) and personnel figures were derived from the same OMB data (full-time staff); the August Agency Strength Report (noncounts); and the August survey done for the Space Task Force (Agency and commercial contractors).
- CAUTION: If the Comptroller pulls together data for the team at some point, they could use a different set of data -- revised OMB figures at the time, yet to be determined Congressional figures, etc. We can revisit the numbers if and when necessary to ensure consistency.
- We have not provided this to anyone else at this point. Will be glad to do any refining you'd like.
- We have provided a stripped down version -- no numbers, issues, or relationships, for OMB examiner in response to Comptroller request for background info for him.

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OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION (O/DDA)

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Primary Activities:

- The DDA manages eight Offices that provide the vital support services essential to accomplishing the Agency's mission. Total budget for FY-1988:
- The O/DDA includes an Executive Assistant and seven staff activities:
 - Management Staff - Oversees Directorate program, budget, and planning activities.
 - Special Support Assistant - Provides direct liaison with the Directorate of Operations to ensure proper use of special administrative authorities and allowances required to carry out the Agency's mission overseas.
 - Career Management Staff - Administers the Management Generalist (MG) career subgroup and serves as the focal point for Directorate training and personnel management policies.
 - Protocol - Oversees the Agency's awards and ceremonial programs.

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- Information Review Program - Oversees the Directorate information and records management program.
 - Regulations Staff - Coordinates and publishes all Agency regulations, handbooks, notices, and employee bulletins.

Overseas Activities:○ ~~CONFIDENTIAL~~

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Office of the DDA (Continued)

Congress:

- The DDA represents the Agency in Congressional testimony on a variety of subjects, including human resources, retirement, security, policy, and facility management.

Other Government Agencies:

- Key Relationships:

- The DDA represents the Agency on the:



- Department of State - Conducts liaison with Under Secretary for Management, Assistant Secretary for Diplomatic Security and Assistant Secretary for Administration.
 - Office of Management and Budget - Conducts liaison with Assistant Director for National Security and International Affairs pertaining to human resources and space issues.

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OFFICE OF FINANCE (OF)

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Primary Activities:

- Provides accounting and budgetary support to all Agency components, including overseas, and inputs the data into the accounting system.
- Provides financial liaison with other government agencies and departments.
- Administers intergovernmental financial transactions in accordance with memoranda of agreement between the respective agencies.

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- Performs audits of Agency commercial/industrial contracts.
- Examines and settles commercial billings and similar financial claims on the Agency.
- Develops automated data processing capabilities needed to implement Agency financial activities.

Overseas Activities:

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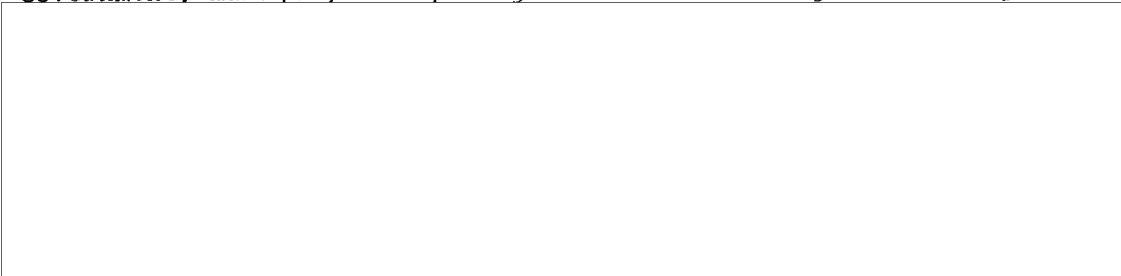
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OFFICE OF INFORMATION TECHNOLOGY (OIT)

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Primary Activities:

- Operates one of the largest computer facilities in the Federal Government, managing a computing network of 28 large-scale computers
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- Develops and operates selected data processing systems in support of the Intelligence Community, e.g.,
 - DESIST (Decision Support and Information System for Terrorism) - counterterrorist data base.
 - COMIREX (Committee on Imagery Requirements and Exploitation) Automated Management System (CAMS) - imagery collection management.
 - FOURCEE (Community-wide, Computer-assisted Compartmentation Control) - An Intelligence Community data base of special security clearances.
- Directs the Agency's information management and FOIA program, including appeals and litigation regarding the Freedom of Information and Privacy Acts and Executive Order 12356.

Overseas Activities:

- Provides DESIST access to selected U.S. Government components overseas.
- Operates the Crisis Communications Center that provides worldwide crisis communications support.

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Office of Information Technology (Continued)

- Operates the Headquarters hub of the foreign communications network which handles 4 million messages per year.

Congress:

- Congress maintains a continuing interest in the Agency's progress in reducing response time to Freedom of Information Act requests.

Other Government Agencies:

- Key Relationships:

- Defense Intelligence Agency - SAFE (Support for the Analysts' File Environment) is a joint CIA/Defense Intelligence Agency project.
- National Archives and Records Administration - NARA's Information Security Oversight Office administers the Agency's records management and classification programs.
- The Information Review Program - Regularly coordinates Freedom of Information Act and Privacy Act responses with other Government agencies, including the Federal Bureau of Investigation, Department of State, National Security Agency, Defense Intelligence Agency, and Drug Enforcement Agency, to avoid the inadvertent release to the public of classified information.

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OFFICE OF LOGISTICS (OL)

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Primary Activities:

- Manages all contract negotiations and procurement activities for the Agency using both centralized and decentralized contract teams. The procurement activity is the fourth largest in the Federal Government.
- Responsible for operating and maintaining all Agency buildings, including the Headquarters compound.
- Manages a worldwide supply network providing rapid logistical support for paramilitary operations, resupply operations, and domestic logistical support

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- Maintains a major printing facility to support the finished intelligence product. Provides printing and photography support to Agency operations.
- Provides architectural, engineering, and construction services for all domestic and field requirements for the Agency.
- Acquires, manages, and disposes of all real property required for Agency operations worldwide.

Overseas Activities:

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- Provides worldwide logistical support, including personnel, to all Agency overseas activities.
- Maintains a "Flying Squad" of Logistics personnel to provide temporary administrative/logistical support anytime, anywhere.

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OFFICE OF MEDICAL SERVICES (OMS)

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Primary Activities:

- Health Services - Conducts comprehensive health programs designed to promote good health and safety among employees and dependents:
 - Emergency care and occupational dispensary services.
 - Medical evaluations for suitability and assignments.
 - Employee Assistance Program - Personal and family counseling, alcohol counseling, physical fitness, and consultative services.
 - Safety monitoring and training programs, fire prevention, and design and industrial hygiene.
 - Preventive health programs.
- Operational Support - Provides support for Agency operational requirements:

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- Psychological services for management.

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- Applicant Processing - Conducts in-depth medical and psychological evaluations for applicants and dependents.

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Office of Medical Services (Continued)

Overseas Activities:

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Congress:

- No major issues.

Other Government Agencies:

- Key Relationships:
 - Department of State - Participates in separate but cooperative medical programs domestically and overseas.
 - Department of Defense - Maintains liaison with the U.S. Military Surgeon General regarding use of DoD medical facilities overseas.
 - Department of Labor - Cooperates in occupational safety and health programs domestically and overseas.

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OFFICE OF PERSONNEL (OP)

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Primary Activities:

- Operates and manages the Agency's employment program in coordination with the Offices of Security and Medical Services. In FY-1987, we handled 14,880 formal applications for employment and hired [REDACTED] employees.

- Design, implement, and validate a new Agency human resources management system with emphasis on expert/management tracks, pay for performance, a broader, more flexible job classification system.
- Develops computer-based analytical capabilities for Agency managers to enable them to improve supervision of personnel resources including retirement, health, insurance, allowances, awards, and other related programs.
- Develops, implements, and manages all employee benefits and assistance programs.
- Manages all employee problem and suitability cases for the Agency. Develops systems to improve education, identification, and placement of problem cases.

Overseas Activities:25X1
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- All activities and services above apply to the Agency population as a whole, whether in the Headquarters area, overseas [REDACTED]
- Chairs or participates in all policy or procedural committees that establish and/or review Government overseas entitlements, allowances, differential, and travel regulations.
- Currently has [REDACTED] careerists assigned to foreign field components.

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Office of Personnel (Continued)

Congress:

- Key Issues:
 - Regularly briefs appropriate committees and staffs on the full range of personnel activities, including:
 - Improving our human resources management system.
 - Managing the employment program, including monitoring the number and quality of applicants and progress in recruiting minorities and the handicapped.
 - Development, administration, and modification of the Central Intelligence Agency Retirement and Disability System and the Federal Employees' Retirement System.

Other Government Agencies:

- Key Relationships - Maintains contact with all elements of the Intelligence Community and other Government agencies on all personnel issues, including:
 - Department of State, Department of Defense, and National Security Agency and other overseas agencies on staffing levels, benefits, allowances, and travel policies.
 - Office of Personnel Management, Social Security Administration, Office of Management and Budget, and Department of Labor on employee benefits (retirement, insurance, workmen's compensation claims) and funding levels.

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OFFICE OF SECURITY (OS)

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Primary Activities:

- Manages the personnel security program for the Agency, including applicant, staff and contractor background investigations, polygraph examinations, and counterintelligence investigations.
- As delegated by the DCI, establishes security policy for the National Reconnaissance Program (NRP) and provides security support to major NRP programs and contractors.
- Establishes policy and executes programs in support of computer security, technical security, and physical security, both domestically and overseas.
- Manages the security awareness program for the Agency and supports similar programs for Agency contractors.
- Provides personal protection to the DCI and the DDCI.
- Provides protection for Agency personnel and facilities in the Washington, D.C., area through operation of the agency Security Protective Service (guard force).
- Provides security support to the clandestine service.
- Conducts internal investigations of unauthorized disclosures and leaks of Agency-originated intelligence.

Overseas Activities:

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Office of Security (Continued)

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Congress:

○ Key Issues:

- Active dialogue with HPSCI, SSCI, and other Congressional committees on:

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- Improving our security, counterintelligence, and countermeasures programs.

Other Government Agencies:

○ Key Issues:

- We have policy differences with several agencies, particularly the Department of Justice, on the proposed Executive Orders to establish personnel security standards for access to classified information.
- Agency security disapprovals of detailees from other government agencies, usually based on polygraph-derived information, cause significant concern and pressure to release polygraph-derived information.

○ Key Relationships:

- Department of State - We have a number of mutual efforts underway to enhance our overseas security program.
- Arms Control and Disarmament Agency - CIA, National Security Agency, and Department of State Security recently completed a security survey of ACDA. Director, ACDA has been briefed on our recommendations and has agreed to implement them.
- Federal Bureau of Investigation - Focal point with the Agency for counterintelligence investigations of Agency staff and contractor employees.

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OFFICE OF TRAINING AND EDUCATION (OTE)

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Primary Activities:

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- o Provided centralized training to students in FY-1987.
The Office of Training and Education:

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- Conducts training for Agency secretaries.
- Trains new and experienced Agency analysts in analytical skills and issues.
- Provides language training in 30 languages.
- Provides training in computer skills, applications, and word processing.
- Trains Agency personnel on countering the terrorist threat via the Personal Security Course and Travel Awareness Program.

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- o Authorizes and advises on Agency participation in external training programs. There were enrollments in FY-1987.

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